

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

05/05/04

Does not confer to Civil Service Status

POSITION: **Recreation Specialist (Fleet Rec Maint)**

ANNOUNCEMENT# **SP 62-04**

NF-0188-03

Salary: \$15.00 - \$20.00 per hour

LOCATION: MWR Dept./ Fitness & Sports
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Temporary Position, Flexible

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Plans, organizes and evaluates fitness activities for military personnel while in port. This includes personnel on ships that are home ported at the installation as well as personnel on ships that may stop at the port for other reasons. Instructs individual participants and groups of participants in these activities. Coordinates activities with fitness personnel assigned to the ship. Monitors programs and equipment changes in the private sector to ensure that state of the art equipment and programs are obtained, utilized and provided for participants. Installs, maintains, trouble shoots, diagnoses problems, calibrates, tests and maintains fitness equipment at the duty location as well as ships while in port. Establishes and completes a preventive maintenance and fitness repair schedule. Provides guidance to afloat personnel assigned to ships in preventive maintenance and repairs that need to be conducted while the ship is out of port. Coordinates higher level repairs and maintenance with product manufacturers as needed. Coordinates and instructs fitness equipment repair training classes for shipboard community while in port. Demonstrates proper use of fitness equipment as required. Provides Budgetary input and maintains in-stock inventory for equipment repair parts in excess of \$100,000. Performs other related duties as assigned.

QUALIFICATIONS: Incumbent should have a related Bachelors Degree and one year of specialized experience that includes the maintenance of related equipment OR four years experience which includes one year of specialized experience involving maintenance of related equipment. Knowledge gained through relevant education or experience that enables the incumbent to competently and independently carry out continuing recreation programs or projects through proper application of the principles, concepts, and techniques of recreation to the specific need at hand. Knowledge of the range of activities and services of participant needs and of the methods and processes involved in a typical and conventional basic program that supports the needs of the military personnel assigned to ships. Skill in effectively managing the financial and physical resources involved. Knowledge and ability to use computers and job related software. Current certification or obtain within six months of appointment in first aid and cardio-pulmonary resuscitation (CPR). Knowledge of policies and procedures regarding procurement, control and disposition of property. Ability to prepare and conduct briefings and training sessions and to communicate effectively verbally and in writing and to provide positive customer service.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOB Line: 440-JOBS (5627)